

To: Clerks of the Circuit Court
From: Bruce W. Haynes
Subject: Career Development Program (CDP) Exposure Draft
Date: August 1, 2005

The 2005 General Assembly directed the Compensation Board to develop minimum criteria for Clerks & Deputy Clerks Career Development Programs (CDPs)

Comp Board staff and a committee of Clerks have met over the past few months to develop CDPs for Clerks and Deputy Clerks for submission to the Compensation Board at their August 24 meeting. These plans are available for your review on the Comp Board website under "Publications and Forms", or by clicking here:

http://www.scb.virginia.gov/docs/cdpexposure_Draft.pdf or
http://www.scb.virginia.gov/docs/cdpexposure_Draft_clerks.pdf

You may also be interested in a "side by side" summary of the draft Clerks CDP compared to the CDPs for Treasurers, Commissioners, and Sheriffs; that is also available under "Publications and Forms" or by clicking here: <http://www.scb.virginia.gov/docs/cdpcompare.pdf>

The General Assembly has approved and funded CDPs developed by the Compensation Board for Treasurers, Commissioners, and Sheriffs; these plans are also available on the Comp Board website.

If you would like to provide **written** comments to the Compensation Board regarding the Clerks or Deputy Clerks CDPs, for the Board's consideration at their August 24 meeting, please do so **prior to August 17**. All written (email, fax or letter) comments received by that date will be provided to the Comp Board members and shared with the Clerks CDP Committee. To ensure that your comments are considered, please include in the subject line of your letter, email or fax the following subject line: **"Response to the Compensation Board Clerks CDP Exposure Draft"** and address the document to **Richard A. Lampman**.

If you have any questions or comments that you do not wish to share with the Comp Board members, please contact Bruce W. Haynes at (804) 786-0786 ext 211 or bruce.haynes@scb.virginia.gov, Richard Lampman at 804-786-0786 ext 215 or richard.lampman@scb.virginia.gov or any member of the Clerks CDP Committee.

Please do not respond to this email as it is an unattended mailbox used only for transmitting emails.